



Wisconsin Retirement System

Extranet

Previous Service and Benefit Inquiry User Manual



Department of Employee Trust Funds
P. O. Box 7931
Madison, WI 53707-7931

ET-1733 (REV 11/2000)

TABLE OF CONTENTS

	Pages
Section 1 – General Information	
100 Introduction	1
101 Purpose of Application	1
102 Who Should Read This Document?	1
103 Technical Information	1
What is SSL?	2
104 Information Regarding the Security Agreement	2
105 Completion of the <i>Employer Extranet Application Security Agreement</i> (ET-8928)	2
Section 2 – Accessing the Extranet WRS Previous Service and Benefit Inquiry Application	
200 Instructions to Access the Extranet WRS Previous Service and Benefit Inquiry Application	4
201 Logon Instructions	4
202 Validating System Connection	4
Section 3 – WRS Previous Service	
300 Introduction	7
301 Insurance Eligibility	7
302 Previous Service Information	7
303 Instructions to Determine WRS Previous Service	8
304 Explanation of Terms	9
305 Message Codes	10
Section 4 – Benefit Inquiry	
400 Annuity Information	13
401 Lump Sum (Separation or Retirement) Benefit Information	13
402 Creditable Service	14
Section 5 – Closing Information	15
Appendix A – Wis. Stats. 943.70 Computer Crimes	16
Appendix B – Employer Extranet Application Security Agreement	20
Appendix C – ACF2 Logon ID Request	21
Appendix D – Extranet Site Message Codes	22

SECTION 1 – GENERAL INFORMATION

WISCONSIN RETIREMENT SYSTEM PREVIOUS SERVICE AND BENEFIT INQUIRY

100 INTRODUCTION

Employers who participate in the Wisconsin Retirement System (WRS) will now be able to use the Internet to obtain information for all WRS participants to assist in the administration of the WRS and other benefit programs. Currently, employers must contact the Department of Employee Trust Funds (DETF) through telephone, faxing written requests or other methods to obtain this information.

101 PURPOSE OF APPLICATION

Access through the Internet will provide better customer service and faster response to employers requesting benefit information. The Internet application allows employers to perform the following functions without contacting the DETF Offices:

- ✓ Determine the employee's previous participation in the WRS to determine eligibility for insurance purposes.
- ✓ Verify previous participation in the WRS for rehired employees to assist you to determine if employee is eligible to participate in the WRS.
- ✓ Determine WRS annuitant status.
- ✓ Determine WRS separation benefit information.
- ✓ Determine WRS creditable service for multiple employment categories for the state retiree supplemental sick leave program.

102 WHO SHOULD READ THIS DOCUMENT?

WRS participating employers should use this document to assist them in accessing the Extranet application. Information on the WRS Previous Service and Benefit Inquiry screen itself, in addition to this Manual, will also provide detailed information to explain the data displayed on the application.

103 TECHNICAL INFORMATION

To determine eligibility using the WRS Previous Service Benefit Inquiry application, employers visit the Extranet application which is a secured site. This causes the DETF application to be invoked on the OS /390 host, which prompts the employer to enter a user ID and password initiating a user session. The DETF application then transmits an inquiry Web page over a Secure Socket Layer (SSL) session and presents it in the browser. Behind the inquiry page is a Java servlet that contains the business logic and components needed to access the WEBS DB2 database and control the session.

What is SSL?

SSL relies on the concept of a secure channel. This channel guarantees confidentiality in that all messages that pass over it are encrypted. SSL does not encrypt any information stored on either the client or server. SSL integrates security beneath application protocols such as HTTP, NNTP, and Telnet. SSL provides a security "handshake" to initiate a TCP/IP connection, resulting in the client and server agreeing to the security level used, and fulfilling any Digital ID authentication requirement for the connection.

To ensure proper security, we recommend browsers that support the capabilities of Netscape Navigator; version 4.0 or higher and Microsoft Internet Explorer version 4.0 or higher view this site.

104 INFORMATION REGARDING THE SECURITY AGREEMENT

Security measures are in place to provide necessary dates for WRS participating employment, employment category information, benefit application dates, and creditable service. No information regarding WRS earnings, contribution amounts or beneficiary designations for participant accounts are accessible through this application.

This Extranet application is intended for use by employers to administer WRS and other benefit programs. The participant information accessible through this Extranet application is of a confidential nature. A copy of 943.70 Computer Crimes, WI Stats. appears as Appendix A of this Manual.

The information obtained through this Extranet application is not intended to provide information to participants or to assist participants in making retirement decisions. Please note that this application will not provide complete information for participants to make important decisions regarding their WRS benefits.

All employers requesting authorization to the Extranet application must contact the Employer Communication Center to obtain a Security Agreement before receiving authorization.

105 COMPLETION OF THE *EMPLOYER EXTRANET APPLICATION SECURITY AGREEMENT* (ET-8928)

A *Security Agreement* (ET-8928) must be submitted to DETF for Extranet access approval for each employee that an employer determines needs access to our Extranet site. The *Security Agreement* must be completed as follows:

1. Insert the employee's name and complete home address, including the zip code.
2. The employee must sign and date their signature, and insert their social security number in the space provided.

3. Info Tech Mainframe Logon ID.

- ✓ This box will be blank for Local and School District employees. These employees will receive two letters from the Department of Administration. The first letter will contain their Logon ID and a Logon Identifier. The second letter will contain their Password and a Password Identifier. The letters are sent to the employee's home address for security reasons.

Completion of the Extranet access approval process for Local and School District employees may take 2-3 weeks.

- ✓ State employees that have Central Payroll access should insert their Central payroll Logon ID. This Logon ID and their corresponding Password will be used to access the Extranet site.

Completion of the Extranet access approval process for State employees with Central Payroll access may take one week.

- ✓ State employers who are not on Central Payroll must contact Info-Tech Services within the Department of Administration (DOA) to obtain an *ACF2 LOGON ID REQUEST* form. See Appendix C. Completion of the Extranet access approval process for State employees that do not already have Central Payroll access may take 2-3 weeks for completion. Once Info-Tech Services receives this form, the designated Customer Data Security Representative will receive the employee's Logon ID. It is then up to the employer to provide their employee with a password. (To expedite the Extranet access approval process, please send the otherwise completed *Security Agreement* to DETF, and contact the Employer Communication Center once the employee's Logon ID has been assigned. DETF staff will then insert the Logon ID in the designated box and commence the Extranet access approval process.)

4. The Employer Section must be completed in its entirety. The WRS Agent must certify the request to obtain access to the Extranet application. NOTE: The WRS Agent must sign and date the signature in the space provided even if they are the "employee" for whom access is being requested.

Once the *Security Agreement* has been received, it is reviewed for completeness. Once the Extranet access approval process is complete, the WRS Agent will receive a letter welcoming them to the Extranet site.

SECTION 2 – ACCESSING THE EXTRANET WRS PREVIOUS SERVICE AND BENEFIT INQUIRY APPLICATION

200 INSTRUCTIONS TO ACCESS THE EXTRANET WRS PREVIOUS SERVICE AND BENEFIT INQUIRY APPLICATION

The address for the WRS Previous Service Benefit Inquiry screen located on DETF's Extranet site is:

<http://etfextranet.it.state.wi.us>

You may want to add this address to "Favorites" to expedite access to the WRS Previous Service Benefit Inquiry screen. The Extranet site is used to ensure additional security for the information requested.

You will find several applications on the Extranet site. Applications on the Extranet site are:

- ◆ *Previous Service and Benefit Inquiry* – accessed by authorized DETF staff, and WRS employers with approved access.
- ◆ *SSA Access to ETF Benefit Data* – accessed by authorized staff.
- ◆ *I.T. Project Request Status; Applications Development Bureau (ADB) Homepage; and I.T. Development Standards* – accessed by authorized staff.

201 LOGON INSTRUCTIONS

Once you access the Extranet site,

- A. Double-click the **Previous Service Benefit Inquiry** link.
⇒ User Name and Password Screen displays.
- B. Key Logon ID, tab to Password field, key your Password; and click **OK**. (You cannot press enter, you must click OK)
⇒ Security message appears.
⇒ Radio button to select type of employer displays.
- C. If you are a Local employer click **Local Employer** or, if you are a State employer, click **State Employer** and click **Submit**.
⇒ WRS Previous Service Benefit Inquiry screen displays.

202 VALIDATING SYSTEM CONNECTION

To ensure that the Extranet site is operational, if you are/were in a WRS covered position, enter your Social Security Number (SSN) in the space provided, and click **Inquire**. Verify your previous service and benefit information. If the information is correct, the Extranet site is operational. NOTE: The service balance is posted as of the first of the calendar year.

If you get the message, “No SSN on file.” again, insert your SSN to ensure that the Extranet site is operational.

If you are not successful in your logon attempts, you will receive an error message(s). Record the error message description and number. If possible, do a screen print of the error message to fax to assist in resolving the error.

Use the following chart to determine whom to contact for the specified situation. If you have difficulty accessing the Extranet site and an error message appears, record the error message description and number. See Appendix D for a list of possible Message Codes. Please have your LogonID, Logon Identifier, and Password Identifier available when contacting DOA Information Technology Help Desk.

NOTE: State employees should contact their Agency Security Officers in lieu of contacting the DOA Information Technology Help Desk. Once they have determined that the problem is not internal, they will then contact the DOA Information Technology Help Desk.

SITUATION	RESOLUTION	CONTACT
You attempt to access the WRS Previous Service and Benefit Inquiry application, and a message appears indicating that you are not authorized to access the WRS Previous Service and Benefit Inquiry application.	You cannot access the WRS Previous Service Application until you have submitted a Security Agreement to DETF, and it has been approved.	Deborah Speckmann at DETF at (608) 267-2132.
You have obtained your Logon information from DOA, and when you insert the information, a message appears indicating that you do not have access.	Insert your LogonID and password again.	DOA Information Technology Help Desk: (608) 264-9383 (800) 572-8963
It has been two months since you accessed the Extranet site and you receive a message indicating that your LogonID has been revoked due to non-use.	Access the Extranet site at least once a month.	DOA Information Technology Help Desk: (608) 264-9383 (800) 572-8963
After accessing the Extranet site, a message appears indicating that the site is unavailable, or the screen is blank.	Exit the Extranet site, and try to access the site again.	DETF Help Desk: (608) 264-8333
You forgot your password, or are unable to change your password.	Have your LogonID, Logon Identifier, and Password Identifier readily available prior to contact.	DOA Information Technology Help Desk: (608) 264-9383 (800) 572-8963

SITUATION	RESOLUTION	CONTACT
You have misplaced the letters received from the DOA, which contained your Password and Password Identifier, Public LogonID, and Logon Identifier, and cannot remember your LogonID or Password.	DOA's Information Technology Help Desk personnel will contact DETF to verify your Extranet Access and to obtain permission to re-issue letters containing your LogonID, Logon Identifier, Password and Password Identifier.	DOA Information Technology Help Desk: (608) 264-9383 (800) 572-8963
Your employee that had access to the Extranet site has left their position.	Send either e-mail or a fax including the name of the employer, the EIN, the name of the employee, their LogonID, and the effective date.	Deborah Speckmann at DETF at (608) 266-5801, or deborah.speckmann@etf.state.wi.us
A new employee is hired who will need access to the WRS Previous Service and Benefit Inquiry application.	Complete an Employer Extranet Application Security Agreement, and submit it to DETF.	Deborah Speckmann at DETF at (608) 267-2132

SECTION 3 – WRS PREVIOUS SERVICE

300 INTRODUCTION

The information which appears when you access the WRS Previous Service and Benefit Inquiry Extranet site is derived from WEBS. Because of this, a participant's benefit information is not static. The information you see for a participant is directly affected by any changes submitted by their current employer, DETF, or you, that may have been entered since you first accessed the participant's account. For this reason, the date that you look at the information appears at the bottom of the screen. A copy of a blank Wisconsin Retirement System (WRS) Previous Service and Benefit Inquiry screen appears at the end of this Chapter.

301 INSURANCE ELIGIBILITY

When you hire a new employee and determine the employee is eligible to participate in the WRS, the employee is also eligible to participate in all DETF insurance programs. This participation is contingent upon the employer's election to participate in these programs. Each insurance program has different eligibility criteria and in most situations requires employees to serve a six-month qualifying period. The criterion differs depending if the employee is hired as a State or Local employee. The Employer Administration Manual for each program provides details on the required qualifying period or deferred enrollment requirements.

Detailed information follows regarding Employer Identification Numbers (EINs), enrollment dates, termination dates, and employment categories for both State and Local employers' displays in the Previous Service portion of the screen. A message indicates the amount of State and/or Local WRS service the employee has to provide employers with information to timely enroll their employees in the insurance programs.

302 PREVIOUS SERVICE INFORMATION

Capturing the history of WRS participation is complex and in some situations, the information that is provided to employers on the WRS Previous Service Benefit Information screen might not appear accurate. Detailed employment information is accurate if creditable service occurred after 1985. Detailed WRS information before 1985 was not captured in a manner to display details or accurately calculate for this application. The majority of the previous service information employers will need is available for display and calculate six months WRS service. Staff from the Employer Communication Center can provide assistance in these few exceptions.

The basis for employment is not captured for WRS purposes and may represent full time, part-time, seasonal, limited term or other bases of employment. The previous service information may not appear to relate to the amount of creditable service for that period of employment. Creditable service is not used in the calculation of the six months qualifying period. Employers are cautioned to apply only the Previous Service information to determine the six-month qualifying period.

Example: If previous service information indicates an employee began WRS participation 3/1/90 and terminated 3/1/99, you may assume the employee performed 9.00 years of creditable service; however, if the employee worked only half-time, the total creditable service may be 4.50 years. The previous service information may not be related to the total creditable service.

Another instance where the previous service information may not appear to relate to the amount of creditable service for the period of employment is in the case of a Category Change. When a Category Change is processed, the date that the participant ceases employment in the present Employment Category will appear as a Termination Date. However, because an actual enrollment is not submitted for the new Employment Category, an Employment Begin/Change Date does not appear. Hence, the creditable service will appear greater than the sum total of the dates of employment.

Example: If the employee participated in WRS from 1/01/1990–1/01/1994, you may assume the employee would have 4.00 years of creditable service. However, it is now 1/01/2000 and 4.00 years of creditable service in Employment Category 00 appears, and 6.00 years of creditable service appears in Employment Category 10. In this situation, the employer had submitted a Transaction Report (ET-2535) using a P010, Category Change, with an Action Date of 1/01/1994, which appears as the Termination Date. However, because an actual Enrollment was not received, an Enrollment Date/Change Date does not appear.

NOTE: Dates in the previous service portion of the application will display, even after the employee receives a WRS benefit. The calculation message for Previous Service will indicate the employee has previous service, even after the employee receives a benefit. Employers must review the Retirement Annuity Information and the Lump Sum (Separation or Retirement) Benefit Information in addition to the Previous Service information and apply all data to make a correct determination of previous service.

Example: If the employee participated in WRS from 3/1/90-3/1/99 and received a benefit 3/15/99, the participation dates will display and the calculation message will indicate the employee served six months. However, the Lump Sum (Separation or Retirement) Benefit Information will display the 3/15/99 benefit date. In this example, the employee must serve another six months to be eligible to participate in the insurance programs.

There may be complex situations displayed on the Previous Service screen. If you have difficulties interpreting the information, or have other questions, please contact the Employer Communication Center at (608) 264-7900 for assistance.

303 INSTRUCTIONS TO DETERMINE WRS PREVIOUS SERVICE

To determine the previous service status and/or benefit inquiry of an employee:

Key the employee's nine-digit Social Security Number without hyphens or spaces and click **INQUIRE**. (You cannot press ENTER)(999999999):

⇒ Member's Social Security Number displays.

⇒ Member's Last name, First name and Middle Initial displays.

- ⇒ Member's Birthdate displays.
- ⇒ Previous Service, Retirement Annuity Information, Lump Sum (Separation or Retirement) Benefit Information, and Creditable Service displays. Details regarding the information displayed is explained in the links on the application or in this manual.

If an employee was never enrolled in WRS, a message will display, "No SSN on file."

304 EXPLANATION OF TERMS

In viewing the WRS Previous Service Benefit Inquiry screen the following terms appear:

State or Local Employer Identification Number(s):

The Employer Identification Number(s) display. State employer EINs are seven-digit numbers beginning with 0001. Example: 0001-110. Local employer EINs are seven-digit numbers ending with 000. Example: 4391-000. Employer names are not associated with the EIN(s) displayed.

Employment Category:

The Employment Category determined by the employer when WRS participation begins establishes the contribution rates and benefit payments for WRS. Following is a list of two digit Employment Category Codes and descriptions:

- 00 General (State agencies who report via Central Payroll report general category as 09)
- 01 Court Reporter (Used by State agencies)
- 02 State executive retirement plan (Used only by State agencies)
- 03 Protective Occupation Under Social Security
- 04 Protective Occupation NOT Under Social Security
- 05 Supreme Court Justice
- 06 Legislative or State Constitutional Officer
- 07 Appellate Judge
- 08 Circuit Court Judge
- 09 Local Elected Official or Person Appointed to fill an Elected Position
- 10 Teacher
- 11 State Teacher Executive Plan (Used only by State agencies)
- 12 Educational Support Personnel

Enrollment Date/Begin Date Change:

The Enrollment Date is the date the employee began WRS participation with an employer. All Enrollment Dates for an employer are displayed, with the exception of the Begin Date within a new category for the same employer if a Category Change was reported on a *Transaction Report (ET-2535)* using a P010, as the Transaction Code. (NOTE: If there appears to be a discrepancy between the amount of creditable service indicated and the dates of employment, contact the

Employer Communication Center. If there are multiple employers, enrollment information is listed for each EIN. If the Enrollment Begin Date changed, the revised WRS Begin Date is also displayed.

Termination Date:

The Termination Date is the date a participating employee terminated WRS coverage with a WRS employer. Different types of terminations include a resignation for retirement or other purposes; termination due to a non-work related illness or injury; dismissal or discharge; employee's death; termination due to work related illness or injury; termination of local elected official waiving part-time elected service; termination as a result of a change in employment category. (**NOTE:** A change in employment category will not generate a Enrollment Date for the new Employment Category; contact the Employer Communication Center if there appears to be a discrepancy between the amount of creditable service indicated and the dates of employment.). A termination may also be used when an employee has been enrolled in WRS in error (i.e. worked less than 30 calendar days or is a rehired annuitant enrolled in error).

NOTE: Dates in the previous service portion of the application will display, even after the employee receives a WRS benefit. The calculation message for Previous Service will indicate the employee has previous service, even after the employee receives a benefit. Employers must review the Retirement Annuity Information and the Lump Sum (Separation or Retirement) Benefit Information in addition to the Previous Service information and apply all data to make a correct determination of previous service.

305 MESSAGE CODES

Detailed information will display for either State or Local employers who are requesting the information; however, the message will vary depending if a State or Local employer is requesting the information. The calculation of the six months is not based on creditable service, but rather the dates of WRS participating employment.

The following tables describe the conditions and messages related to previous service.

STATE EMPLOYER	
Six months state service	State service is greater than or equal to six months.
Less than six months state service; local service exists	State service is less than six months, but greater than zero for local employers.
No state or local service	Service is equal to zero for both state and local employers.
No state service; local service exists	Service is equal to zero for state employer and greater than zero for local employer.

LOCAL EMPLOYER	
Six months WRS service	Service is greater than or equal to six months for any employer(s).
Less than six months local service	Local service is less than six months, but greater than zero for a state employer.
No applicable service	Service is equal to zero for any employer(s).

MESSAGES FOR BOTH STATE AND LOCAL EMPLOYERS		
No SSN-Verify SSN	No Social Security Number matches the SSN you entered	Employee does not have previous WRS service
Benefit Application, call DETF	A Retirement or Separation Benefit Application has been received at DETF and is pending, or a Disability Application has been approved.	Call DETF for further instructions
Death Date, call DETF	A death has been reported for an active employee	Call DETF for further instructions

WRS Retirement System (WRS)

Previous Service and Benefit Inquiry

Employee Social Security: (999999999)

Name:

Birthdate:

Previous Service (Dates prior to 1985 do not display)

State	Category	Enrollment <u>Date/Begin</u> <u>Date</u> <u>Change</u>	Termination Date	Local	Category	Enrollment <u>Date/Begin</u> <u>Date</u> <u>Change</u>	Termination Date
-------	----------	---	---------------------	-------	----------	---	---------------------

Message: No SSN Entered

Retirement Annuity Information

Annuity Benefit Application Received Date:

Annuity Benefit Effective Date:

Lump Sum (Separation or Retirement) Benefit Information

Lump Sum Benefit Application Received Date:

Lump Sum Benefit Effective Date:

Creditable ServiceCategory Creditable
 ServiceFor more information, contact: Employer Communications Center, or phone (608) 264-7900

SECTION 4 – BENEFIT INQUIRY

400 ANNUITY INFORMATION

To qualify for a retirement annuity benefit, an annuitant may not return to WRS covered employment earlier than the latest of the following:

- ✓ The 31st day after the termination date
- ✓ The 31st day after the date DETF receives the benefit application, or
- ✓ The date after the benefit effective date.

The Retirement Annuity Information will help employers determine whether an employee is an annuitant. Based on information provided on this application, employers can refer to the WRS Employer Administration Manual for instructions if the employee has returned to work and has met the required minimum break in service requirements.

- ✓ **If the participant is in the process of applying for a retirement benefit and the retirement application is pending at DETF**, Enrollment and Termination Dates will display in the Previous Service section and the message will instruct you to call DETF for further instructions. No dates will display in the **Annuity Benefit Application Received Date** field or in the **Annuity Benefit Effective Date** field.
- ✓ **If the participant has applied for a retirement annuity and the retirement process is complete**, Enrollment and Termination Dates will display in the Previous Service Section and the message will calculate six months. The **Annuity Benefit Application Received Date** will display when the annuity application was received at DETF and the **Annuity Benefit Effective Date** will display.
- ✓ **If the participant has applied for a disability retirement annuity and the disability approval process is complete**, Enrollment and Termination Dates will display in the Previous Service section and the message will instruct you to call DETF for further instructions. No dates will display in the **Annuity Benefit Application Received Date** field.

401 LUMP SUM (SEPARATION OR RETIREMENT) BENEFIT INFORMATION

When an employee is hired, the employer determines whether the employee is eligible for WRS coverage. If the employee is eligible, they can enroll in the Group Insurance programs that the employer offers. If the employee has previously participated in WRS qualifying employment for six months, the employee is eligible to apply for insurance within 30 days of hire. If the employee applied for and received a separation benefit, that employee must serve another six-month qualifying period for insurance purposes.

- ✓ **If the participant is in the process of applying for a separation benefit and the separation application is pending at DETF**, enrollment and termination dates will display in the Previous Service section and the message will instruct you to call DETF for further instructions. No dates will display in the **Lump Sum Benefit Application Received Date** field or in the **Lump Sum Benefit Effective Date** field.

- ✓ **If the participant has applied for a separation benefit and the process is complete,** Enrollment and Termination Dates will display in the Previous Service Section and the message will calculate six months. The **Lump Sum Benefit Application Received Date** will display when the annuity application was received at DETF and the **Lump Sum Benefit Effective Date** will display.

402 CREDITABLE SERVICE

State employers will use creditable service information to help in determining eligibility for supplemental sick leave credits. This field displays the amount of creditable service by employment category. The service balance is posted as of the first of the calendar year. However, if there is activity on the account since the beginning of the year, i.e. the employee terminated WRS employment and the service associated with the termination has been added to the total.

Creditable service includes current WRS creditable service, forfeited service purchased, qualified service purchased, prior WRS creditable service and military service granted under WRS. Creditable service will be reduced to reflect QDRO and/or Other Government Service (OGS). Creditable service should NOT be used in the calculation of the six-month qualifying period.

NOTE: There are differences between years of adjusted continuous service or seniority and years of WRS creditable service. Years of adjusted continuous service or seniority with the state relate to the number of years without a break in service than an employee has worked for the state.

Years of WRS creditable service may reflect:

- ✓ A continuation of WRS employment with State and/or Local employer(s).
- ✓ Total amount of service. Partial years of employment will not be visible nor will full and/or part-time employment.
- ✓ No service will be included for periods closed due to a lump sum benefit.

SECTION 5 – CLOSING INFORMATION

Our Department is excited to bring you a more efficient method to determine previous service. If you need clarification about the status of a participant's account, or a further explanation of a message received do one of the following:

1. Call the Employer Communication Center at (608) 264-7900. Your call will be automatically routed among staff within the Employer Administration Bureau. In the event all staff are unavailable, your call will be transferred to a central voice-mail box. This central voice-mail box will be monitored on a regular basis, and your telephone call will be returned in a timely manner.
2. E-mail the Employer Communication Center address with the direct link on our Extranet site.
3. Fax a completed *WRS Previous Service Check* form, ET-1715. Our fax number is (608) 266-5801.
4. Mail your comments, suggestions, or concerns about the WRS Previous Service Benefit Inquiry to DETF:

Employee Trust Funds
Division of Employer Services
P. O. Box 7931
Madison, WI 53707-7931

APPENDIX A

WI STAT 943.70 COMPUTER CRIMES

(1) Definitions. In this section:

943.70(1)(a)

(a) "Computer" means an electronic device that performs logical, arithmetic and memory functions by manipulating electronic or magnetic impulses, and includes all input, output, processing, storage, computer software and communication facilities that are connected or related to a computer in a computer system or computer network.

943.70(1)(b)

(b) "Computer network" means the interconnection of communication lines with a computer through remote terminals or a complex consisting of 2 or more interconnected computers.

943.70(1)(c)

(c) "Computer program" means an ordered set of instructions or statements that, when executed by a computer, causes the computer to process data.

943.70(1)(d)

(d) "Computer software" means a set of computer programs, procedures or associated documentation used in the operation of a computer system.

943.70(1)(dm)

(dm) "Computer supplies" means punchcards, paper tape, magnetic tape, disk packs, diskettes and computer output, including paper and microform.

943.70(1)(e)

(e) "Computer system" means a set of related computer equipment, hardware or software.

943.70(1)(f)

(f) "Data" means a representation of information, knowledge, facts, concepts or instructions that has been prepared or is being prepared in a formalized manner and has been processed, is being processed or is intended to be processed in a computer system or computer network. Data may be in any form including computer printouts, magnetic storage media, punched cards and as stored in the memory of the computer. Data are property.

943.70(1)(g)

(g) "Financial instrument" includes any check, draft, warrant, money order, note, certificate of deposit, letter of credit, bill of exchange, credit or credit card, transaction authorization mechanism, marketable security and any computer representation of them.

943.70(1)(h)

(h) "Property" means anything of value, including but not limited to financial instruments, information, electronically produced data, computer software and computer programs.

943.70(1)(i)

(i) "Supporting documentation" means all documentation used in the computer system in the construction, clarification, implementation, use or modification of the software or data.

943.70(2)

(2) Offenses against computer data and programs.

943.70(2)(a)

(a) Whoever willfully, knowingly and without authorization does any of the following may be penalized as provided in par. (b):

943.70(2)(a)1.

1. Modifies data, computer programs or supporting documentation.

943.70(2)(a)2.

2. Destroys data, computer programs or supporting documentation.

943.70(2)(a)3.

3. Accesses data, computer programs or supporting documentation.

943.70(2)(a)4.

4. Takes possession of data, computer programs or supporting documentation.

943.70(2)(a)5.

5. Copies data, computer programs or supporting documentation.

943.70(2)(a)6.

6. Discloses restricted access codes or other restricted access information to unauthorized persons.

943.70(2)(b)

(b) Whoever violates this subsection is guilty of:

943.70(2)(b)1.

1. A Class A misdemeanor unless subd. 2., 3. or 4. applies.

943.70(2)(b)2.

2. A Class E felony if the offense is committed to defraud or to obtain property.

943.70(2)(b)3.

3. A Class D felony if the damage is greater than \$2,500 or if it causes an interruption or impairment of governmental operations or public communication, of transportation or of a supply of water, gas or other public service.

943.70(2)(b)4.

4. A Class C felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.

943.70(3)

(3) Offenses against computers, computer equipment or supplies.

943.70(3)(a)

(a) Whoever willfully, knowingly and without authorization does any of the following may be penalized as provided in par. (b):

943.70(3)(a)1.

1. Modifies computer equipment or supplies that are used or intended to be used in a computer, computer system or computer network.

943.70(3)(a)2.

2. Destroys, uses, takes or damages a computer, computer system, computer network or equipment or supplies used or intended to be used in a computer, computer system or computer network.

943.70(3)(b)

(b) Whoever violates this subsection is guilty of:

943.70(3)(b)1.

1. A Class A misdemeanor unless subd. 2., 3. or 4. applies.

943.70(3)(b)2.

2. A Class E felony if the offense is committed to defraud or obtain property.

943.70(3)(b)3.

3. A Class D felony if the damage to the computer, computer system, computer network, equipment or supplies is greater than \$2,500.

943.70(3)(b)4.

4. A Class C felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.

943.70(4)

(4) Computer use restriction. In addition to the other penalties provided for violation of this section, a judge may place restrictions on the offender's use of computers. The duration of any such restrictions may not exceed the maximum period for which the offender could have been imprisoned; except if the offense is punishable by forfeiture, the duration of the restrictions may not exceed 90 days.

943.70(5)

(5) Injunctive relief. Any aggrieved party may sue for injunctive relief under ch. 813 to compel compliance with this section. In addition, owners, lessors, users or manufacturers of computers, or associations or organizations representing any of those persons, may sue for injunctive relief to prevent or stop the disclosure of information which may enable another person to gain unauthorized access to data, computer programs or supporting documentation.

History: 1981 c. 293; 1983 a. 438, 541; 1987 a. 399.

Judicial Council Note, 1988: [In (2) (b) 4. And (3) (b) 4.] The words “substantial risk” are substituted for “high probability” to avoid any inference that a statistical likelihood greater than 50% was ever intended. [Bill 191-S]

Criminal liability for computer offenses and the new Wisconsin computer crimes act. Levy. WBB March 1983.

APPENDIX B

Department of Employee Trust Funds
P. O. Box 7931
Madison, WI 53707-7931

EMPLOYER EXTRANET APPLICATION SECURITY AGREEMENT

Wis. Stats. 40.07 (1)

- I. Employee: Read the provision set forth below and complete your name, home address, Social Security Number, signature and date below. If you are a state Central Payroll agency employee with an Info Tech Mainframe Logon ID (i.e., ETF 222), enter your ID number in the space provided.

I understand that Security measures have been established to provide necessary dates for Wisconsin Retirement System (WRS) participating employment, employment category information, benefit application dates, and creditable service. I agree to maintain the confidentiality of all information that I obtain through on-line access to WRS accounts. I understand that information in these accounts is not a public record and disclosure to any person or organization is absolutely prohibited.

I further understand that the Employer Extranet Application is intended for use by employers to administer WRS and other DETF administered benefit programs and is not intended to provide information to members or to assist members in making retirement decisions. I also understand that the Employer Extranet Application is not intended to provide complete information to make important decisions regarding a member's WRS benefits.

I have read the provision set forth above. I understand that Wisconsin Statutes, § 943.70 provide criminal penalties for offenses against computer data and programs. Violation of this provision will result in termination of my on-line access to WRS active member accounts and/or termination of my employer's on-line access to WRS active member accounts.			
Employee Name and Home Address:	(Current State Central Payroll Access) Info Tech Mainframe Logon ID	Info Tech Mainframe Logon ID	ETF Security Officer Signature/Date
Employee Social Security Number/Signature/Date:			

- II. Employer: Complete the area below to certify that the above employee is authorized to gain access to the Employer Extranet Application.

I understand that Wisconsin Statutes, § 943.395, provide criminal penalties for knowingly making false or fraudulent claims on this form and hereby certify that, to the best of my knowledge and belief, the above information is true and correct. I certify that I am responsible for reporting information to the Wisconsin Retirement System.		
Employer Name:		Employer ID Number: 69-036-
E-mail Address:	Fax Number:	Phone Number:
WRS Agent Name:	WRS Agent Signature:	Date:

- III. Info Tech Security Officer: Will issue each designated employee a Logon ID, password, and identifier Codes, if applicable, to gain access to the system. Please allow two to three weeks to receive authorization and instructions for access.

APPENDIX C

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF INFORMATION
TECHNOLOGY
DO-10392 (R 12/98)

ACF2 LOGON ID REQUEST

Return to:
Info-Tech Services
101 E. Wilson – 4th Fl.
Madison, WI 53702

REQUEST TYPE ☐ NEW ☐ CHANGE ☐ DELETE

ORGANIZATION IDENTIFICATION

Organization Name	Division Name	Bureau
Name Assigned to Logon ID	Logon ID (if change or delete)	Telephone Number ()
Mailing Address	E-Mail or Internet Address	Fax Number ()

ACCESS REQUIRED		JCL.CNTL	HARBOR
<input type="radio"/> TSO <input type="radio"/> BATCH Job	<input type="radio"/> IMS <input type="radio"/> IMS Test	<input type="radio"/> Yes JCL.CNTL	<input type="radio"/> Yes Harbor
<input type="radio"/> CICS	<input type="radio"/> Other _____ Specify	<input type="radio"/> No JCL.CNTL	<input type="radio"/> No Harbor

BILLING NUMBER / UID STRING

BILLING NUMBER (TAC CODE)	USER IDENTIFICATION STRING (UID STRING)
	Organization / Agency Specific Organization Code
	____ - ____ - ____ - ____ ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

Comments:

Security Acknowledgment

READ CAREFULLY BEFORE SIGNING THIS SECURITY ACKNOWLEDGMENT!

I recognize and understand that:

1. Data and its informational content is an asset required to be safeguarded.
2. Info-Tech Services policy provides that: (1) all passwords related to the legitimate access to data must be kept CONFIDENTIAL; (b) permitting another to use such passwords to gain access to data is expressly prohibited, and (c) an employee should never leave a terminal unattended without first terminating all sessions.
3. A breach of Info-Tech Services policy constitutes a security violation and may subject the employee to disciplinary action when circumstances warrant it. Any employee who knows of actual or attempted violations should notify her/his supervisor.

Requesting User Signature	Date
Supervisor Signature	Date
Customer Data Security Representative Signature	Date
Info-Tech Security Officer Signature	Date

APPENDIX D

Message Codes

MESSAGE	DESCRIPTION
User not authorized	<p>The UserIDs specified is not authorized to use this server. Please enter a valid UserIDs and password or contact us for a valid UserIDs and password.</p> <p>THIS SYSTEM IS FOR AUTHORIZED USERS ONLY; SYSTEM ACCESS IS MONITORED, BY USING THIS SYSTEM YOU EXPRESSLY CONSENT TO THIS MONITORING. EVIDENCE OF UNAUTHORIZED ACCESS WILL BE PROVIDED TO THE APPROPRIATE LAW ENFORCEMENT AGENCIES.</p>
Access Revoked – Your User ID’s Access has been revoked.	<p>If you encountered problems, please call (608) 264-9383 or (800) 572-8963. When calling, make sure you mention that you are trying to change your extranet LogonID that has been revoked.</p>
Internal Error Occurred	<p>An internal error has occurred. Please call (608) 264-9383 or (800) 572-8963 to report that an error occurred while trying to change your password.</p>
Password Expired	<p>Your Password has Expired. Please use the form below to change your password.</p> <p>If you encounter problems, please call (608) 264-9383 or (800) 572-8963. When calling, make sure you mention that you are trying to change your password from the extranet.</p> <p>The password you select must be a combination of five to eight characters and/or numbers. Choose a new password that does not match any of your last five passwords. The password is your key to secure applications and must remain CONFIDENTIAL. Please select a password that you can remember but one that others will not easily guess. If you ever have reason to believe that your password has been compromised, please change it at once and notify the Information Technology Help Desk at (608) 264-9383 or (800) 572-8963.</p>
New Password Already Used	<p>The new password you entered was the same as one of your last five passwords. You must pick a different new password than one of your last five. Press the “Try Again” button below and enter a valid new password.</p>
Invalid New Password Entered	<p>The new password you have entered does not meet our standard password guidelines. Press the “Try Again” button below and enter a valid new password.</p>
Invalid Old Password Entered	<p>The old password you have entered is not correct. Press the “Try Again” button below and enter your old password correctly.</p>
Password Successfully Changed	<p>Your password has been changed. You will need to re-enter your Extranet address or application (URL). When prompted, you will need to enter your user name and your new password to access your application.</p>

